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Holland Prize Awarded

An architectural team at Louisiana Tech University has been awarded the 2020 Leicester B. Holland Prize for its drawing of a bus stop shelter.

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The longtime systems engineer in the Office of the Chief Information Officer led the effort to connect the Library to the internet and sent out the first Library email message.

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The information technology specialist is remembered by colleagues for his kind nature, helpful demeanor and jolly laugh.

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Archives specialists Kathleen O'Neill and Chad Conrady of the Manuscript Division served as inaugural staff innovators in LC Labs.

Staff Innovators Widen Access to Born-Digital Collections

The Manuscript Division and LC Labs collaborated on a new pilot program.

BY EILEEN JAKEWAY MANCHESTER AND SAHAR KAZMI

When the archive of famed astronomer Carl Sagan and his television-producer wife, Ann Druyan, arrived at the Library in 2012, it contained over 730 individual pieces of digital storage media. The job of unpacking and decoding that content fell to Manuscript Division archives specialists who were, at the time, in the early days of developing a workflow for processing born-digital materials.

Several years and some creative experimentation later, two of

the specialists set out on a new endeavor to improve the way born-digital content like Sagan's is processed and accessed at the Library. Kathleen O'Neill and Chad Conrady spent four months this summer and fall working with LC Labs as inaugural staff innovators. Their project – "Born Digital Access Now!" – was selected from among multiple submissions to a pilot Staff Innovators program developed by the Office of the Chief Information Officer and the Library Collections and Services Group to expand collections access.

INNOVATORS, CONTINUED ON 6

DONATED TIME

The following employees have satisfied eligibility requirements to receive leave donations from other staff members. Contact Lisa Davis at (202) 707-0033.

Craig Andrews
Lynette Brown
Sharron Jones
Marion Latta
Paul Sayers

Adenan Sharif
Susan Thaul
Terri Harris Wandix
Donna Williams

COVID-19 UPDATE

The Health Services Division (HSD) continues to monitor Library staff members with symptoms, clinical diagnoses or positive test results associated with COVID-19. On Nov. 19, HSD announced that 10 employees reported exposure to or symptoms of COVID-19 during the previous week. Most employees reporting symptoms are not diagnosed with COVID-19, but, out of caution, the Library is monitoring all reports of symptoms.

HSD is communicating with all staff members who become ill. In cases in which ill individuals were present in Library buildings, HSD is also notifying their close work contacts and cleaning and disinfecting the areas affected. The same process is followed when contractors in Library buildings become ill.

More information on the Library's pandemic response: <https://go.usa.gov/xdTV5> (intranet) or <https://go.usa.gov/xdTVQ> (public-facing staff web page)

BENEFITS OPEN SEASON DEADLINE

The 2020 federal employee benefits open season ends on Dec. 14. Enrollment changes will take effect the first full pay period of Jan. 2021.

During open season, staff can:

- Enroll in a health insurance plan under the Federal Employees Health Benefits Program or change an existing enrollment by using their Employee Personal Page (<https://www.nfc.usda.gov/EPPS>). View 2020 premiums, plan brochures and comparison tools at <https://go.usa.gov/x7yZm>.
- Enroll in a vision and/or dental plan under the Federal Employees Dental and Vision Insurance Program or change or cancel an existing enrollment at www.benefeds.com or 1-877-888-3337/TTY 1-877-889-5680.
- Sign up for flexible spending accounts for health or dependent care under the Federal Flexible Spending Account Program at www.fsafeds.com or 1-877-372-3337/TTY 1-866-353-8058.

If staff do nothing during open season, they will continue to be covered by their current health, dental and/or vision plans, although benefits, premiums and coverage options may change. However, flexible spending accounts will not continue automatically; it is necessary to re-enroll to continue.

Questions? Visit the website of the Office of Personnel Management (www.opm.gov/insure) or contact the Human Capital Directorate's customer service desk (202-707-5627) or portal (<https://bit.ly/31fqIKw>).

COPYRIGHT OFFICE AFTERNOON TEA

Dec. 10, 12:30 to 1:30 p.m.

Webex

Pour a cup of tea and join the Copyright Office for a virtual edition of its afternoon tea series. This time, the office is celebrating the Statue of Liberty, perhaps the largest sculptural work ever registered. French sculptor Frédéric Auguste Bartholdi registered it in 1876, submitting two images as deposit copies: a photo of a model of the statue and a rendering of how it would appear against the New York skyline. Since then, it has engaged the creativity of millions, inspiring countless new works. Register: <https://bit.ly/3lmfhsV>

Questions? Contact amro@copyright.gov.

GAZETTE

LIBRARY
OF CONGRESS

loc.gov/staff/gazette

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MISSION OF THE LIBRARY OF CONGRESS

The Library's central mission is to engage, inspire and inform Congress and the American people with a universal and enduring source of knowledge and creativity.

ABOUT THE GAZETTE

An official publication of the Library of Congress, The Gazette encourages Library managers and staff to submit articles and photographs of general interest. Submissions will be edited to convey the most necessary information.

Back issues of The Gazette in print are available in the Communications Office, LM 143. Electronic archived issues and a color PDF file of the current issue are available online at loc.gov/staff/gazette.

GAZETTE WELCOMES LETTERS FROM STAFF

Staff members are invited to use the Gazette for lively and thoughtful debate relevant to Library issues. Letters must be signed by the author, whose place of work and telephone extension should be included so we can verify authorship. If a letter calls for management response, an explanation of a policy or actions or clarification of fact, we will ask for management response.—Ed.

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GAZETTE DEADLINES

The deadline for editorial copy for the Dec. 18 Gazette is Wednesday, Dec. 9.

Email editorial copy and letters to the editor to mhartsell@loc.gov and wmal@loc.gov.

To promote events through the Library's online calendar (www.loc.gov/loc/events) and the Gazette Calendar, email event and contact information to calendar@loc.gov by 9 a.m. Monday of the week of publication.

Boxed announcements should be submitted electronically (text files) by 9 a.m. Monday the week of publication to mhartsell@loc.gov and wmal@loc.gov.

Library, Park Service Announce 2020 Holland Prize Winner

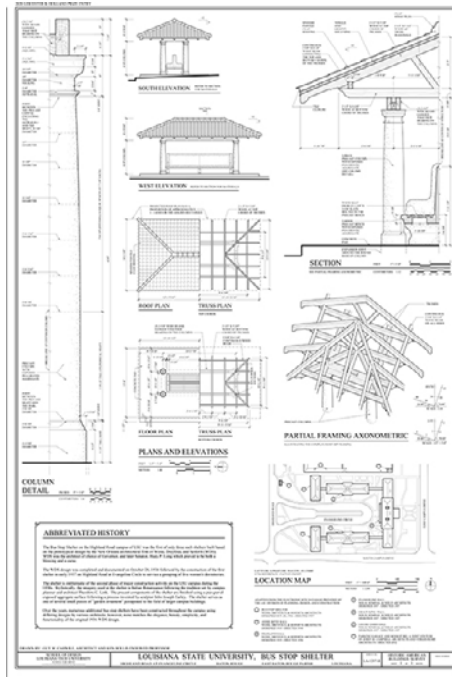
An architectural team at Louisiana Tech University will receive the 2020 Leicester B. Holland Prize for its drawing of the first permanent bus stop shelter built on the campus of Louisiana State University (LSU), the Library of Congress and the National Park Service announced last month. Each year, the Holland Prize honors an outstanding drawing of a historical building, structure or landscape.

Guy W. Carwile, architect emeritus and a professor in the School of Design at Louisiana Tech, led the winning team. A simple yet elegant structure designed in the Italian Renaissance style, the bus shelter was the first of three built by the New Orleans architectural firm of Weiss, Dreyfous and Seiferth. The firm's shelters are emblematic of a second phase of major construction that occurred on the LSU campus in the 1930s. A number of small structures, including the shelters, serve as small pieces of garden ornament juxtaposed to larger campus buildings.

The prize comes with \$1,000 and a certificate of recognition. Preservation Architect, the online newsletter of the American Institute of Architects' Historic Resources Committee, will publish the winning drawing.

Honorable mention was awarded to a drawing of Casa Alonso in Vega Baja, Puerto Rico, by Karen J. Cuadro Esteves, Diana G. Serrano Miranda and Raquel Marrero of Marvel Architects. Dating from the second half of the 19th century, the meticulously restored house presents elements that once characterized Puerto Rican architecture. The building was listed in the National Register of Historic Places in 1996 and now serves as a museum for the municipality of Vega Baja.

By recognizing the best single-sheet, measured drawing of a historical building, site or structure prepared to the standards of the Historic American Buildings Survey (HABS), the Historic Ameri-



Prize-winning drawing of the first permanent bus stop shelter on the campus of Louisiana State University.

can Engineering Record (HAER) or the Historic American Landscapes Survey (HALS), the Holland Prize seeks to increase knowledge and appreciation of U.S. historical sites, structures and landscapes and to encourage submission of drawings by professionals and students.

The Heritage Documentation Programs of the National Park Service administers the competition. A jury recommends winners to the Center for Architecture, Design and Engineering in the Library's Prints and Photographs Division (P&P), which supports the prize through the Paul Rudolph Trust. All drawings accepted for the competition are added to the permanent HABS, HAER and HALS collection in P&P.

Leicester B. Holland (1882-1952) was a fellow of the American Institute of Architects (AIA); chairman of the AIA's Committee on Historic Buildings; director of the Library of Congress Fine Arts Division; first curator of the HABS collection; co-founder of the HABS program; and the first chair of the HABS advisory board.

The Center for Architecture, Design and Engineering in P&P was established by a bequest from the distinguished American architect Paul Rudolph, who was a proponent of the art of architectural drawing. The program sponsors activities and publications to engage the public with the Library's rich collections.

View Holland Prize drawings: <https://go.usa.gov/x7H77> ■

REVISED COVID-19 HEALTH QUESTIONNAIRE

The Health Services Division (HSD) has updated the Library's COVID-19 self-assessment questionnaire that is required at all Library facilities. Access the updated version at <https://go.usa.gov/x7f8b>. Employees, contractors and approved visitors are reminded to assess their own symptoms using this questionnaire before arriving at any Library building.

Do not come to the Library if you or anyone you have close contact with, including children, have any of the following symptoms: fever, nasal or sinus congestion, runny nose, pink eye, altered taste or smell, headache, chills, fatigue, sore throat, shortness of breath, cough, joint or muscle aches, vomiting, diarrhea, abdominal pain, nausea, rash or discoloration of fingers or toes.

Do not come to the Library if you have been in contact with anyone who has been diagnosed or is presumed to have COVID-19.

Contact the HSD at HSDCOVID-check-in@loc.gov or (202) 707-8035 before you return to on-site work if you or any of your close contacts are experiencing any of the above symptoms, have been exposed to COVID-19 or have visited a nursing home or other group-care facility.

QUESTION & ANSWER



OCIO

Tom Littlejohn

Tom Littlejohn is a systems engineer in the IT Service Operations Directorate of the Office of the Chief Information Officer (OCIO). He will retire this month following a Library career of 50 years.

Tell us a little about your background.

I was born and grew up in Spartanburg, South Carolina. After finishing high school there, I went to Clemson University, earning a bachelor's degree in mathematics in 1968. Later, while working at the Library, I earned a master's degree in computer science from Virginia Tech.

What brought you to the Library, and what do you here?

After graduating from Clemson, I did a two-year stint in the U.S. Army, winding up in the Washington, D.C. area. I decided to stay and got a job with the Library as a computer systems programmer. So, other than military service, my Library career has been my only full-time job, entirely within the information systems area. I've been here since 1971, and I sometimes like to say that I've been

working with computers since before everybody even had one.

In the 1980s, I worked on the Linked Systems Project to interconnect the Library's catalogs with the Washington Library Network and the Research Libraries Group, consortiums designed to promote research. We didn't have the internet at the time, so our work involved setting up mainframe- and minicomputer-based software at each site.

Later, in the 1990s, I began working primarily with local- and wide-area networks and smaller, Unix-based computers. I also led the effort to get the Library connected to internet.

In the early 2000s, the Legislative Branch set up a disaster recovery site at a remote location. I designed the internal network topology for the Library's part of the site, ordered the network equipment and oversaw its installation and activation.

Looking back at the past 50 years, I'm struck by the progress and pace of change in computer technology, both here at the Library and around our world. It's been fun to watch, if a little hard to keep up with.

What was your favorite project?

By far, my most satisfying project was working with a group of about 10 others to set up the Library's first public internet presence, called LC MARVEL – Machine-Assisted Realization of the Virtual Electronic Library. It was essentially a campuswide information system that provided users with an array of text-based documents about the Library and its services. It also offered a connection to LOCIS, the Library's online card catalog at the time.

Setting it up involved a grassroots effort of volunteers from all around the Library collecting and sharing information about their work and

resources. The team included staff from the Congressional Research Service (CRS), Library Services, the American Folklife Center and more. Our efforts eventually evolved into the websites the Library offers today.

How has your work changed this year to address pandemic operations?

Except for working at home instead of in the Madison Building, there has not been much difference in the things that I do. Many of my colleagues from the IT Service Operations Directorate and throughout OCIO are also working remotely, and we've been able to keep up with our normal workflows and continue collaborating on providing support for staff and the Library's many new virtual programs.

What do you enjoy doing outside work?

My hobbies include nature photography, astronomy and music. Until recently, I played clarinet in the Falls Church Concert Band.

What is something your co-workers may not know about you?

I sent the first Library of Congress email to a site outside the Library on Sept. 7, 1990. The Library had been running an email system on our mainframe computers. Once we achieved internet connectivity, efforts began to extend our email capability outside the institution. It was sort of a natural progression of things. Incidentally, the recipient of that first test email was Louis Drummond of CRS. Louis had an email account at George Washington University, which is where the message was addressed.

Do you have any plans for retirement?

I have no definite plans. I will certainly try to spend more time with my family and continue to pursue my hobbies. ■

**Your Employee Personal Page (EPP) is at
www.nfc.usda.gov/epps/**

New Event Series Focuses on American Publishing

If you have ever wondered how a book goes from rough manuscript to published masterpiece and an author from obscurity to fame, then a new series from the Library is just for you. “Behind the Book” provides a behind-the-scenes view of the world of American book publishing – the editors, designers, publicists, agents and publishers who make the books that win prizes and endure.

The occasional series launched yesterday with a focus on great American editors. Legendary editor Robert Gottlieb conversed with

one of his best-known writers, Robert A. Caro, author of critically acclaimed biographies of Robert Moses and Lyndon Johnson. Gottlieb has also edited many other famous writers, including Toni Morrison, Doris Lessing, John Cheever, John le Carré, Michael Crichton, Katharine Hepburn, Nora Ephron, Paul Simon and Bob Dylan.

Next will be a program on Dec. 17 featuring editor Nan Talese in conversation with one of her most celebrated novelists, Margaret Atwood, the internationally lauded author of books including “The

Handmaid’s Tale” and its recent sequel, “The Testaments.”

Talese has also edited such literary stars as Pat Conroy, Ian McEwan, Jennifer Egan, Barry Unsworth, Mia Farrow and George Plimpton.

Programs in the new series will premiere on the Library’s Facebook page (<https://bit.ly/33v6Yoo>) and its YouTube site (<https://bit.ly/2KJHrB9>). The presentations will be available afterward on the Library’s website at loc.gov/collections/event-videos/. ■

OBITUARY



Office of Strategic Initiatives

Stannard (left) speaks with Sen. Jeff Merkley in 2010 when Merkley came to the Library to learn about the Library’s digital operations.

Michael Stannard

Michael Stannard, a beloved friend and dearly admired colleague, passed away on July 10 at age 63.

Born in France, Stannard spent most of his childhood in Syracuse, New York. After studying computer technology and law at Onondaga Community College, he followed in his father’s footsteps by joining the U.S. military in 1979 as a member of the U.S. Marine Corps. His military service profoundly shaped his character and built the unwavering sense of duty and integrity he

became known for.

Stannard served in Japan, the Philippines – where he met his wife of 38 years, Maria – and Thailand, where he was awarded the Humanitarian Service Medal for saving the life of a fisherman. He retired from the military in 1999 as a staff sergeant.

In 2004, Stannard joined the Library as a contractor. He worked as a server engineer, workstation configuration manager and Help Desk configuration supervisor before realizing his dream in 2015

of becoming a permanent staff member. Most recently, he served as an IT specialist for the Service Desk operations team in the Office of the Chief Information Officer.

Just as he cherished his passions for debating, studying wildlife and caring for exotic plants, Stannard was deeply dedicated to his work at the Library and was well known for his devotion to its staff and patrons.

Colleagues from across the Library praised his kind nature, helpful demeanor and jolly laugh. Their words speak volumes about Stannard’s gentle and compassionate soul. One colleague shared that she had never before met anyone “so unique, so devoted, so loyal and so pure of heart in all [her] life.” Other friends described him as “unfailingly courteous and humble” and “a walking embodiment of kindness.”

Although words may never do justice to the depth of Stannard’s generous heart, there can be no doubt that he has left an indelible mark on his friends at the Library and on the institution itself.

Stannard is survived by his wife; their son, Donovan; two brothers; and his mother. He will be interred at Arlington National Cemetery in February 2021. ■

INNOVATORS, CONTINUED FROM 1

O'Neill and Conrady addressed two pressing challenges that have constrained the use of born-digital collections materials at the Library: the need to ensure long-term access to legacy and complex, interdependent files and the lack of user awareness of born-digital content.

"One of the joys of processing a paper collection is the initial review," O'Neill, a senior archives specialist, said. "While paper materials sometimes need treatment before processing, generally you can simply open a folder whose heading sparks your interest and dive in."

For born-digital materials, that joy is delayed.

Accessing it can be complicated by distinct media formats and obsolete software, which means that processing these collections requires patience, trial and error and, often, multiple technologies.

Currently, 85 processed collections in the Manuscript Division contain born-digital content, and each has its own set of complexities and requirements for processing and providing access.

In the first phase of their project, O'Neill and Conrady reviewed the file formats of select born-digital materials in the division as well as their copyright status and any other potential restrictions on their use. The collections they chose encompassed the entire spectrum of computing across the last 40 years with data stored on floppy disks, CDs, DVDs, hard drives and even proprietary online services. The file formats were no less diverse.

"We were surprised to discover that Manuscript born-digital holdings contain more than 4,800 unique file extensions," O'Neill said.

With a deeper understanding of the diversity of born-digital file formats in hand, O'Neill and Conrady were able to connect each collection with the Library's existing methods of providing access

to it, such as the Stacks system or public-access workstations in the Manuscript Division reading room. Along with documenting these "access pathways" and the technical and legal requirements for each, they searched for the methods that could provide the greatest access to a collection's content, allowing users to interact with the Library's full range of born-digital material types.

Next, the pair researched and recommended tools and potential modes of access specifically tailored to the complexities and requirements of individual collections, some of which can be viewed using emulation technology that imitates the system they were originally created in.

"While some files from older and outmoded software can still be read by modern operating systems, other media requires specialized tools and considerable experimentation to recover their contents," Conrady said.

To support their efforts, O'Neill and Conrady surveyed existing access tools at the Library and other archival institutions throughout the U.S. Through informational interviews with peer institutions, they also gained insight into the successes and failures of the most prevalent practices for providing born-digital access to users.

"Although our research could have continued well beyond our time-bound detail, we were able to considerably deepen our under-

standing of how other cultural heritage organizations are meeting the challenges of providing public access to their born-digital materials," Conrady said.

Throughout the project, O'Neill and Conrady shared their work with Library staff and the public to broaden awareness of the richness of the Library's born-digital collections and, hopefully, increase their use.

In the project's final phase, O'Neill and Conrady developed a plan to test new methods of serving born-digital materials to researchers and enhancing the ability of Library staff to process and preserve this content. They will also be making recommendations for immediate and long-term steps to vastly improve access to born-digital materials at the Library.

"Our hope is that our findings, along with the rest of our project outcomes, can be shared as a model with other Library staff and the wider cultural heritage community and will lead to future access improvements," O'Neill said.

LC Labs is eager to expand the Staff Innovator program to other Library service units interested in addressing a challenge or opportunity within the service unit that also supports the Library's digital strategy (<https://go.usa.gov/x7vYg>).

To learn more, contact Eileen Jakeway Manchester (ejakeway@loc.gov) or visit the Staff Innovator FAQ (<https://go.usa.gov/x7vYD>). ■

TSP CONTRIBUTION LIMITS FOR 2021

Tax year 2021 for the Thrift Savings Plan (TSP) begins with pay period 26 (Dec. 20, 2020, to Jan. 2, 2021) and ends with pay period 25 in 2021. The elective deferral limit for tax year 2021 is \$19,500 (the same limit as in tax year 2020). If you are at least age 50 (or will become age 50 during the calendar year) and have made or will make the maximum elective deferral (\$19,500) for the tax year, you can also make catch-up contributions to your TSP account. The catch-up contributions limit for tax year 2021 is \$6,500 (the same limit as in tax year 2020). TSP has announced a streamlined process for making catch-up contributions (<https://go.usa.gov/x7f5P>) to begin in 2021.

Staff are encouraged to make their contribution elections using the Employee Personal Page of the National Finance Center (<https://go.usa.gov/x7f5v>).

For more information, visit the TSP website at www.tsp.gov or contact the Library's Human Capital Directorate (HDC) at (202) 707-5627 or through AskHCD (<https://bit.ly/31fqIKw>).